USER GUIDE
RF&KEYPAD INTEGRATED LOCKER LOCK
(model :PT300)

e-Smart Lock
PASSTECH

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1. Understanding PT300 Locker Lock

1.1 What is PT300 Locker Lock?

- PT300 locker lock is operated by either 13,56 MHz RF keys or keypads.
- It is the battery power operating standalone RFID lock.
- It has the wireless online communication feature that provide the central controlling and remote monitoring (See Esmart ultra user manual)

1.2 Operation cards

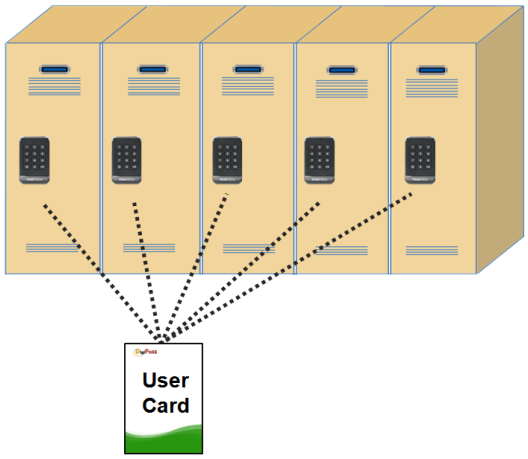
Card Name	Description	Card type
Key card	• Security Key value to be loaded to locks at scanning. • Then, the locks will accept only the RFID cards which have the same security key value.	Mifare 1KB
Setup card	• Lock will be programmed with various options at scanning. • Setup card can be set from Lock Installation Software (LIS).	
Master I card	• All locks will be open at scanning. • User card registration in the lock will be deleted and the lock will be ready to accept new user card.	
Master II card	• Locks will be open or close without User card registration deletion. • Useful when user needs to open lock temporarily.	
Owner card	• Master cards registration to be deleted at scanning this card on locks. • After Owner card scanning on lock, scan new master cards to register to the lock.	
Mainten-ance card	• Lock to be programmed with various options at scanning as you set. • Time, Master cards registration, Master code, etc can be updated without changing lock ID.	
Audit trail card	• Latest 18 event history to be collected at scanning. • Card number, event type (open & close), time of event, user name, etc to be collected.	
Lock info card	• Various information of lock can be collected into this card. • One Lock info card can collect information from up to 100 locks. • Lock ID, Operation mode, Battery status, software version, time, auto opening and more to be collected.	Mifare 4KB

2. Types of Lock Operating Scenario

PT300 locker locks are designed to work for the various operation requirements by simple set up process. Following operation modes can be programmed before or after lock installation.

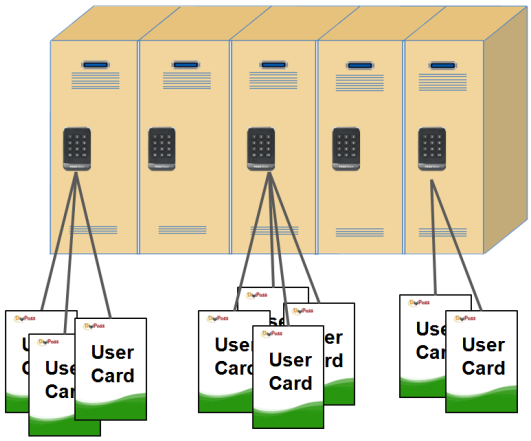
2.1 Free Selection (Shared Use)

- User can select any empty locker.
- LED lamp is blinked to represent locker is in use.
- Programmable to use multiple locks with one User card (max. 8 users in a locker).
- Programmable for Time based operation



2.2 Assigned Mode (Permanent Use)

- Locker assigned to each User card in advance.
- Programmable to use multiple assigned lockers with one card (max. 5 lockers).
- Programmable for multiple user mode per a locker (max. 8 users in a locker).



3. Lock Operation

PT300 can be accessed with both RF tags or Pin code.

3.1 Assigned Mode

(1) Open & Close by Pin Code

① Default Pin Code :1234

② Open： + “4 digit Pin Code”+

③ Close： Automatic close after several seconds (Full cycle latch)

④ Change Pin Code：

+ old Pin Code + + new Pin Code + + new Pin Code +

NOTE ***Pin Code can be changed only when the lock is under unlocked status.***

(2) Open & Close by RF card key

① RF card key can be used together with Digital Pin Code anytime.

+ Put User Card on the Lock.

② When user uses the RF card key, default Pin Code 1234 will be erased from the lock. However, User Pin Code will not be deleted.

③ When user wants to set new Pin Code, the process is same as in “Change Pin Code” while lock is in unlock position. Default Pin Code 1234 cannot be used any more.

3.2 Free Selection Mode

(1) Open & Close by Pin Code

① Close： ⏻ + self-selected 4 digit code + 🔑

② Open： ⏻ + User's 4 digit code + 🔑

(2) Open & Close by RF card key

① ⏻ + Put User card on the lock.

NOTE **After it is unlocked, any 4 digit password can be used to lock it. User Pin Code will be deleted each time lock is opened.**

3.4 Open in Emergency

① In case User forgets his(her) password or lost card, Operator can open the lock by Master Card I or Master code.

② If Master code is set, ⏻ + Master code + 🔑 to open any locks. Master card can be set by Set up Card.

③ Once Master card I is used to open the lock, the lock reverts to default position

(i.e. lock will stay open for Free Selection, and default code of 1234 for Assigned mode.).

④ User Card ID will be erased from the lock if Master Card I has the function to delete the User ID.

⑤ When the lock stops working due to low battery, lock can be opened by external emergency battery pack.

3.5 Low Battery warning and battery change

The RFID lock uses 4 pieces of 1.5V AA alkaline batteries (6V).

(1) When battery reaches to low voltage ;

① Beep sounds five times.
② Red LED lights
③ Low battery is recorded in the memory of the User Card (Operator can know the low battery of the lock when the card is read at operator's Program).

(2) Changing battery

① Open the battery case at main case.
② Replace with new batteries.
③ When you replace batteries, do not mix the brands of them and use only brand new batteries.
④ When you pull out the battery, and if you do not insert the batteries in 3 minute, the clock of the lock returns to default time.(1st. Jan, 2010)
⑤ Please use Maintenance card to set the time of the lock.
(For setting of Maintenance card, please refer to LOS (Locker Operation System) User Manual or Esmart ultra client user manual.

CAUTION

RISK OF EXPLOSION IF BATTERY IS REPLACED BY AN INCORRECT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS

4. Card Operation

4.1 Owner Card

The role of the Owner card is to delete the Master card registration. Therefore, Owner card will be used to delete current master card registration in the lock, and make the lock to be ready to register new Master Card.

It is simple to delete the Master card registration and to register new master card in the lock **:**

① Put the Owner card to the lock until lock sounds beep (one time) and red lamp lights.

② Now, all Master card registration is deleted from the lock.

③ After *Owner card scanned, put new master cards to register to the lock*

4.2 Master Card

4.2.1 Functions of the Master Card I & II

① There are two types of Master cards.

◆ Master card I : Alarm Off, Locker open and User card deletion.
Useful card at user card lost.
After Master card I scanned on a lock, the lock is ready to accept new user card.

◆ Master Card II : Alarm Off and Locker open and close.
Useful card for temporary lock open or close.
Previous user card is still assigned to the lock.

② Maximum five Master cards can be registered in a lock.

4.2.2 Replacing old Master cards with New Master cards

There are two ways to delete the lost Master card and register new Master card in the lock.

(1) Using Maintenance Card

① Read the master cards (all Master cards to be used in a lock) to register in each lock at Maintenance menu in LOS program

② Put the Maintenance card to the reader, and download the master card chip numbers to the Card.

③ Put the Maintenance card to the locks, then, new Master cards will be registered to the lock, and lost master card will be blocked.

(2) Using Owner Card

① Delete the old master card registrations in the lock (refer to the 4.1) with Owner Card.

② Put new master cards to each lock so as to register new master cards. Then, old master card you lost will not be used.

☞ All existing Master cards needs to be registered again together with new Master card because all master card registrations were deleted if Owner card is used.

4.3 User Card

4.3.1 Free Selection (Shared Use)

The initial status of the lock in Free Selection mode is open (Latch is inside).

(1) Initial Use

① Select the empty locker.
② Put your belongings in the locker.
③ Press ⏻ on the front body of the lock to wake up the lock, and place your card (or any form of user key) to the front body of the lock.
④ Wait until the Green LED lights and Beep sounds once.
⑤ Bolt will move out, and lock is closed.
⑥ Close the door, and the lock will be remained at locking state.

(2) Open the lock

① Press ⏻ on the front body of the lock.
② Put close your card to the front body of the lock.
③ Lock will check the lock ID and key of the user card (or any form of user key).
④ Lock will emit Green LED and beep sound once it is right user card .
⑤ Bolt will be moved and locker will open.
⑥ User information will be erased from the lock so that new user can use the empty lock.

☞ In free selection mode, lock and card needs to read and write the each other's information. So please do not sway the card until the latch is moved.

4.3.2 Assigned Mode (Permanent Use)

The initial status of the lock in Assigned Mode is closed status (bolt out)

① Press on the front body of the lock.
② Put the User Card to the front body of the assigned lock.
③ Lock checks the card, and green LED lights and beep sound once. Then, lock will be opened, and closed again in 5 seconds.
④ To close the locker, just close the door. Lock will remain the closed status.

4.3.3 Replacing old User card with New User card

(1) Free Selection

① Issue new user card by LOS (Locker Operation System) program.
② In case the locker is closed, put Master Card to the lock to open the lock.
③ Put new User card to the lock, then lock will accept new User card, and missing card will not be accepted.
④ In case the locker is opened, just put the new user card to the lock, and the lock will register this locker number. Old User key will not be accepted.

(2) Assigned Mode

① Issue new User card (with assigned locker Number) for Assigned mode.
② Put Master Card to the lock to delete the old user card, and put the new User card to the lock.
③ Lock will accept the new user card only, and old user card registration will be deleted.
④ In case the lock is set for multiple users, lock revision should be updated when new user card is issued by LOS program. Then, Lock updates it's revision number when new user card is scanned. The other user cards which are assigned to this locker also needs to be reissued with updated lock revision by LOS program.

4.4 Maintenance card

① Program Maintenance card as you want from LOS
② Put Maintenance card to each lock, lock will be set as you programmed in step ①
③ Time of the lock, Master cards change, Master code, Wireless online channel, Auto status update time can be updated with Maintenance card.

4.5 Audit Trail card

① Put Audit Trail Card to the lock.
② The latest event data (up to 18 events) will be downloaded from lock to the Card. Wait until melody is on.
③ Read the Card at LOS program, and 18 event data will be saved to the PC.

4.6 Lock Info card

① Put Lock info Card to the lock.
② Various lock information data will be downloaded from locks to the Card. One card can collect up to 120 locks.
③ Read the Card at LOS program, and all data will be saved to the PC.
④ Lock ID, operation mode, Battery status, time, auto opening setting status, RF channel and more will be indicated.

NOTE **For further information about all system cards and how to issue, refer to LMS / LOS manual.**

5. Indication Instruction

1) All the Pin Code is 4 digit（0-9）.

2) : wake up button, the keypad or RFID does not respond before you press this button.

3) Open/Close：GREEN LED on for 0.2 second, one beep sound for 0.2 second.

4) Successful programming：Melody.

5) Indicate for mistake：RED LED flashes 3 times, 3 beep sounds

6) Low voltage：RED LED blinks 5 times, and beep sounds 5 times.

7) Incorrect Pin Code or input is beyond 6 digits: see #5, power off, need to press to wake up the keypad again.

8) When the input is incomplete, after 5 seconds, see #5, power off . You need to press again to wake up the keypad.

ANNEX A Beep & LED Table

Beep	LED	Description
1 x short beep	1 x Green	OK
3 x short beep	3 X Red	1)Operation Error Time over or push more than 6 digit buttons
3 X short beep	1 X Green & Red	User card expired
4 X short beep	-	Exceed the capacity of Lock info card
5 x short beep	5 x Red & Green	Low battery
Do-Re for 1.5 sec	4 X Red & Green	Forced entry. Latch moved without proper authentication
3 X Do-Re	-	Latch open failure
Do-Mi-Sol-Pa Melody	1 X Green	Operation card and User card registration or operation Successful Correct pin code or pin code change successful
Do-Mi-So-Pa Melody	3 x Red & Green	Successful connection between front and bodies.
5 X Do-Re-Mi	6 X Red & Green	3shift or Lock time limit activated
No Beep	Both Green and Red LED blinks	1) Owner Card is not registered. 2) In case of Shift or Week-day operation mode, Alarm for shift or Time due.
No Beep	Red on/off	Owner card is registered, but Master card is not registered.
No Beep	Green on/off	Owner & Master card are registered, but User card is not registered in Assigned Mode.

ANNEX B Trouble Shooting

Master card registration in the lock was failed.	1) Master card registration should be followed after deleting old Master card in the lock by Owner card. 2) Put Master card on the lock before waiting time is out after Owner card.
Cannot open the lock with Master card	Master card is not registered in the lock. Please Register the Master card in the lock.
Cannot open or close the lock by User card	1. Check the Setting of User card by LOS. (1) Free Selection Mode ● Validity / Operation mode / Lock ID / Number of locks this user card can be used. (2) Assigned Mode ● Validity /Operation Mode / Lock ID / Number of locks this user card can be used. 2. Reset the time of the Lock with Maintenance card. 3. Old User card may be still in the memory of the lock. Erase the card information from the lock by Clear card, then register again the Owner card and Control Card, then use User card.
When is pressed, five beep sounds with Red lamp.	Low battery sign. Please replace the batteries.
Latch does not move, while Card and lock operates in normal.	Too many goods may press the lock body or door. Push the locker door to make the space for the latch movement.

Thank you for choosing PT300KR RFID/Keypad locks. IF you have any questions, please contact your local distributor or our technical support.

USA-Federal Communications Commission (FCC)

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.
This equipment generates, uses, and can radiate radio frequency energy. If not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by tuning the equipment off and on, the user is encouraged to try and correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna
- Increase the distance between the equipment and the receiver.
- Connect the equipment to outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.